

**Strategic Oversight Liaison**  
*(State Legislative Liaison)*

<b>SALARY:</b>	\$37,707 Annually
<b>WORK LOCATION:</b>	302 West Washington St. E120, Indianapolis
<b>SCHEDULE/WORK HOUR DETAILS:</b>	M-F, 40 hours/week
<b>SHIFT WORK:</b>	No
<b>TRAVEL REQUIRED:</b>	Approx 10-20%

**BRIEF POSITION DESCRIPTION:**

Performs complex legislative and consultative work. Serves as a liaison between the Indiana Department of Veterans Affairs and federal, state and local governmental agencies and legislative offices. Monitors legislation and provides advance notice of legislative action concerning the Indiana Veterans and Military Forces. Reports to the Director of Veterans Affairs and works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Participates in agency activities related to the legislative session; attends legislative hearings; and meets with legislators, legislative staff and other legislative liaisons.
- Monitors legislative issues and the status of legislation affecting Indiana Veterans and Military Forces by attending hearings, meeting and coordinating with legislators, legislative staff and other legislative liaisons.
- Notifies appropriate staff of potential problems regarding legislation and develops written and verbal communications addressing the issues.
- Represents the agency in interactions with legislative staff members, coordinates agency interaction and testimony before legislative committees.
- Coordinates communication with legislative support and executive agencies.
- Coordinates responses to legislative inquiries, and reviews and edits legislative correspondence.
- Monitors standing and interim committee schedules and agendas and communicates relevant information to agency management.
- Prepares report summaries of meetings and hearings.
- Assists with preparing reports on newly enacted laws and pending state and federal legislation.
- Assists with developing proper protocol and procedures for communicating with legislators and staff.
- Identifies and develops legislative training needs.

- Advises the agency regarding federal, state and local governmental affairs.
- Monitors the agency's advisory committees and interim legislative task forces and committees.
- Evaluates the impact of committee reports and recommendations on the agency.
- Assists in the development of legislative initiatives, budget and policy for state and federal regular and special legislative sessions.
- Prepares bill analyses and summaries, and drafts legislation and fiscal notes.
- Coordinates coverage of all relevant House and Senate committee hearings and floor actions.
- Conducts reviews to determine compliance with certification requirements, laws, regulations, policies and procedures.
- Recommends activities to produce an effective legislative program.
- Facilitates preparation of justifications for procedural or policy changes.
- Evaluates research findings relative to specific projects being developed.
- Assists in providing consultative services to plan, implement and monitor effective communication with federal, state and local agency officials.
- Assists in the preparation of administrative reports, studies and specialized research projects in response to legislative request.
- Develop proper protocol for communication with federal, state and local agencies and officials.
- Develops policy and procedure manuals.
- Performs related work as assigned.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION:**

- Graduation from an accredited four-year college or university is required (See Substitution).

### **EDUCATION PREFERRED:**

- Graduation from an accredited four-year college or university with major course work in public administration, political science, government or related field is preferred.

### **EXPERIENCE:**

- One year experience working with the Indiana General Assembly, US Congress or Indiana Governor/Lieutenant Governor either at an executive agency, within an elected official's office or as a professional staff on a committee is required.
- Two years work experience identifying and monitoring proposed legislation and assessing potential legislative impact is required.
- Experience using software applications to track legislation is required.
- Experience using Microsoft Office applications to include Word and PowerPoint are required.

### **PERIENCE PREFERRED:**

- Experience in the state and federal appropriations process is preferred.
- Experience in writing and preparing legislative testimony, presentations or speeches is preferred.

#### **SUBSTITUTION:**

- Additional years of experience monitoring proposed legislation and assessing impact, working with the Indiana General Assembly, US Congress or Indiana Governor/Lieutenant Governor may be substituted for education requirement on a year-per-year basis up to four years.

#### **REGISTRATION, CERTIFICATION OR LICENSURE:**

- Valid driver's license is required. \*If not currently a Indiana resident, must obtain a Indiana Driver's License within 30 days after entering Indiana as a new resident. A satisfactory driving record is required for operating state or personal vehicles to conduct agency business.

#### **PHYSICAL / WORKING CONDITIONS**

Work is typically performed in a sedentary office setting involving sitting, standing and walking to perform job duties. This position requires travel to and from the Indiana State Capitol and the National Capitol to conduct business during legislative sessions. Work requires extensive use of a personal computer and telephone. This position may periodically require the ability to lift, carry, move and/or set up equipment and materials that weigh up to 25 pounds.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- federal and state legislative processes;
- state government administration;
- lobbying restrictions and ensuring communication is legal and ethical; and
- military culture and structure.

##### **Skill in:**

- communicating effectively both orally and in writing;
- compiling, evaluating and presenting legislative information;
- preparing policy analysis and conducting research;
- solving problems and negotiating;
- preparing, reviewing and editing correspondence, reports, presentations and policy papers; and
- operating a personal computer using Microsoft applications to include Word and Excel.

##### **Ability to:**

- analyze and interpret issues, laws and regulations;
- prepare complex and concise reports within required timeline;
- to work under pressure and meet short deadlines;
- communicate in a clear and concise manner;
- keep management informed of legislative status;
- work independently and in a cross functional team environment;
- establish and maintain effective working relationships; and
- work in a military environment.